



**COURSE:** Loudoun County New Volunteer Orientation

**DATES:** Tuesday October 19, 2010

**TIME:** 1900-2200

**LOCATION:** LCFR Training Center

**COURSE DESCRIPTION:** This class is an orientation for new volunteers in Loudoun County Fire & Rescue system, and is a pre-requisite class for all other entry level programs offer by LCFR.

**PREREQUISITES:** None

**REGISTRATION:** Training Requests due via e-mail to [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov) by C.O.B Friday, Oct 15, 2010

**LCFR CONTACT INFORMATION:** Karen McQuaid, Volunteer Program Manager  
[Karen.mcquaid@loudoun.gov](mailto:Karen.mcquaid@loudoun.gov) or 703.777.0568

## **PROCEDURE TO COMPLETE THE ELECTRONIC TRAINING REQUEST FORM**

1. Open the electronic "Training Request Form" located on the Loudoun County Fire, Rescue and Emergency Management website ([www.loudoun.gov/fire/](http://www.loudoun.gov/fire/)) under the Training & EMS Division section. The site may be accessed from any computer with Internet access.
2. Complete all fields (gray boxes) of the Training Request Form under "Course Information" and "Applicant Data." Hitting the "Tab" button upon completion of a field will move you to the next field.
3. Save the document to your computer in a place you will be able to locate it (i.e., "Desktop") using the following format: {COURSE REQUESTED}{space}{YOUR FIRST INITIAL}{YOUR LAST NAME}. For example, if you are applying for Fire Fighter 1 and 2, and your name is John Doe, save as "FF1&2 JDOE" and if you are applying for EMT-B and your name is Sally Smith, save as "EMT-B SSmith".
4. Send an email to [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov), copying your Chief Officer (Volunteer Fire/Rescue Chief or Career Battalion Chief depending on your affiliation). If your department has a volunteer training officer, copy that volunteer training officer as well. Attach the Training Request Form you just completed (i.e., FF1&2 JDOE or EMT-B SSmith) to the email.
5. Copies of pre-requisites (i.e., certifications, proof of age, high school diploma, etc.) listed on the Training Announcement (TA) may be either mailed to the Course Coordinator listed on the TA via the county courier or scanned and attached electronically to the email you are sending with the Training Request Form.
6. You will receive an email from the Course Coordinator within 3 business days of receipt of your email that the Training Division has received your application for processing. This is not meant to imply that you have met the program prerequisites or that your Chief Officer has approved your attendance of the program.
7. Within three business days after the application close date, you will receive an email from the Course Coordinator notifying you whether you have been approved to attend the requested program. ALS programs require approval by the ALS Committee and the Operational Medical Director; therefore, students approved for ALS classes will receive email notification within the required time period indicating that their "paperwork" will be submitted to the ALS Committee, and will be notified whether they have been endorsed within three business days after the ALS Committee meeting and approval by the Operational Medical Director.

### **Chief Officers:**

Upon review of your member's/employee's Training Request Form email, please forward your student's email with your endorsement or non-endorsement, to either [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov) or the Course Coordinator listed on the Training Advisory.

### **Special Information:**

Submission of an Electronic Training Request Form is preferred over sending a hard copy of the current TD-TR application. Please do not submit an Electronic Training Request Form and a hard copy of the current TDTR.

**Training Requests will only be accepted after the Training Advisory for the class has been posted!**